IT | City of Terre Haute

How To:

Access Your City of Terre Haute Email From Home

City of Terre Haute
IT Department

812-244-2317

17 Harding Avenue
Terre Haute, IN 47807

1. To access your *City of Terre Haute* e-mail from any computer with Internet access, type the following address:

webmail.terrehaute.in.gov
or
https://webmail.terrehaute.in.gov/

2. Enter your user name in the required field. An example of a user name is "cty0001it".

3. Enter your password in the required field

4. Click "Sign In"

Note: After 10 minutes of inactivity, you will need to re-login to the system.

Need to change your Out of Office Assistant?

- Sign into webmail

- Click gear icon located on top right side of screen.

- Choose "Options" from the drop down menu.

- Choose "Organize Email from left side of screen.

- Choose "Automatic Replies."

- Select "Send automatic replies." If desired can check the box to only send automatic replies during a particular period.

- Complete desired out of office message under "Send a reply once to each sender inside my organization."

- If desired to send to individuals outside the organization, select "Send automatic reply messages to senders outside my organization." Choose either "Send replies only to sender in my Contacts list" or "Send replies to all external senders."

- Complete desired out of office message under "Send a reply once to each sender outside my organization."

- Click "Save"

Need to change your password using webmail?

- Sign into webmail

- Click gear icon located on top right side of screen

- Choose "Change Password" from the drop down menu.

- Enter current password, your new password and confirm new password.

- Follow these guidelines when creating your new password. The password **MUST BE**:

➡ 8 CHARACTERS LONG

AND

Meet 3 of the 4 categories
➡ Lower-case letter
➡ Upper-case letter
➡ Numeric (1, 3, 5, 8)
➡ Symbol (@, $, *, !)

If you have questions or comments please contact the IT Department by emailing:

helpdesk@terrehaute.in.gov
Or Call
(812)244-2317